

DELAWARE DEPARTMENT OF JUSTICE

JOB OPENING

Opening Date: February 19, 2021

Closing Date: Open Until Filled

*****Initial Application Review Date: February 26, 2021*****

FOIA COORDINATOR, PAY GRADE 13

Civil Division, Administrative Law & Education Unit

New Castle County or Kent County

The Delaware Department of Justice seeks a FOIA Coordinator in the Administrative Law & Education ("ALE") Unit in the Civil Division. This position will report to the FOIA Deputy Attorney General. The successful candidate will have a strong interest in and commitment to FOIA. Responsibilities will include reviewing all requests for DOJ records; collecting records from relevant DOJ staff; interpreting and applying the principles of FOIA; reviewing and redacting voluminous document productions; providing responses to all records requests; assisting with the processing and issuing of FOIA petitions; maintaining the DOJ FOIA log; answering inquiries from the public and other agencies; coordinating FOIA meetings; posting FOIA opinions on the Attorney General Opinion website; coordinating the logistics for the annual FOIA Coordinator training; maintaining a filing and informational system for DOJ's FOIA records; serving as the administrative coordinator for the Civil Division's FOIA Committee; and assisting with other aspects of FOIA matters. Duties may also include assisting other Deputy Attorneys General in civil matters and performing other duties as assigned.

The ideal candidate will have experience in FOIA and familiarity with the legal field in addition to excellent organizational skills with the ability to manage multiple tasks independently and meet strict deadlines. He or she should also have strong verbal and written communication skills with a keen eye for detail, general proficiency in Microsoft Office 365, WordPress, and Adobe Acrobat Professional, and advanced knowledge of Microsoft Outlook and Excel.

Minimum Qualifications:

One (1) year of experience as a FOIA coordinator or in a similar capacity; OR

Five (5) years of experience as an administrative assistant.

Internal Delaware Department of Justice Applicants: Please submit an updated resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit resume and the Delaware Department of Justice application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can e-mail a resume and the Delaware Department of Justice application to DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.

Interviews may be conducted via Zoom or similar video platform.